

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice PM-2203**

**For:** State and County Offices

**2000 CED Classification and Pay Plan (C&PP)**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A**

**Purpose**

This notice provides information and instructions for the 2000 CED C&PP.

**B**

**Effective Date**

The effective date for implementing the C&PP update is October 8, 2000.

**C**

**Notification**

State Offices shall notify County Offices of the results of the 2000 C&PP update within 10 calendar days after receiving of this notice.

**D**

**Posting on FFAS  
Intranet**

HRD shall post 2000 CED C&PP data on the FFAS Intranet at <http://dc.ffasintranet.usda.gov/hrd/> no later than September 29, 2000.

**2 CED C&PP Description**

**A**

**Components of  
C&PP**

The CED C&PP:

- is a point system based on the 3 most recent years of workload data
- uses 3 factors for grade determination:
  - management responsibilities
  - program variety
  - program complexity (workload volume).

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**Disposal Date**

October 1, 2001

**Distribution**

State Offices; State Offices relay to County  
Offices

## 2 CED C&PP Description (Continued)

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### B

#### Combined County Credit

Credit is provided in C&PP for combined County Offices and shared management operations as reported to HRD. Data for recent County Office changes and changes not reported to HRD will be incorrect.

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## 3 Grade Level Changes

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### A

#### Criteria for Grades

The full performance level for CED positions is either CO-11 or CO-12.

2000-authorized CED grades are based on:

- final points calculated through the C&PP criteria
- 1997 authorized grades.

If a County Office's final points equal 42.0 or more or if the County Office's 1997 authorized grade was CO-12, the 2000-authorized grade is CO-12. Otherwise, the 2000-authorized grade is CO-11.

Upgrades are limited to 1 grade level.

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### B

#### Processing Upgrades

Consider upgrading actions resulting from the 2000 C&PP as promotions. Use NOA code 702 to process promotion actions.

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### C

#### Qualification Requirements

Before being promoted, CED's shall meet minimum time-in-grade requirements. See 27-PM, paragraph 455.

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### D

#### Performance Requirements

See 27-PM , subparagraph 378 C for performance certification requirements for upgraded CED positions.

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### E

#### Basic Salary

Establish salary rates for upgraded positions according to 27-PM, paragraph 702.

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### 3 Grade Level Changes (Continued)

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#### F

#### Downgrades

Vacant CO-12 positions that do not meet the 42.0 points requirement shall be filled at CO-11 unless a waiver is authorized. Waiver determinations shall be made before the vacancy is announced.

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### 4 WGI's

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#### A

#### WGI Policy

A new waiting period for WGI begins the first day CED is promoted.

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#### B

#### WGI Processing

If CED to be promoted is eligible for WGI in the current grade on the date of the conversion to the 2000 C&PP:

- grant WGI based on CED's current grade
  - process the conversion action
  - start a new WGI waiting period.
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### 5 Waivers

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#### A

#### Waiver Criteria for the 2000 C&PP

Waivers will be considered when a CED's responsibilities clearly exceed those of most other CED's.

Factors affecting grade must do all of the following:

- increase the incumbent CED's management responsibility
- be job-related
- be regular and recurring
- not be included in the workload system
- be in addition to programs listed in Exhibit 1
- apply to the years covered in the update (1997-1999).

Examples of possible waiver factors include:

- outreach, gleaning and food recovery duties exceeding those of most CED's
- farm loan duties exceeding those in 16-AO, Part 6.

COC shall clearly describe each factor cited in a waiver request in terms of its impact on the CED's time and management responsibilities.

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### 5 Waivers (Continued)

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#### B

##### Dates Affecting Waivers

Submit all requests for waivers to EDSO no later than November 1, 2000. **Due to CAMS processing requirements, this deadline is critical.**

Approved waivers shall be retroactive to October 8, 2000, provided the request is received by November 1, 2000.

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#### C

##### Previous Waivers

Waivers granted during previous updates of C&PP are **null** and **void**. STC must reapply for waivers according to this notice.

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#### D

##### Waived Grades and Vacancies

Vacant positions that were previously filled at a higher grade than the authorized grade based on an approved waiver **shall not** be filled at the waived grade unless reauthorized by EDSO.

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#### E

##### Waiver Documentation

COC shall document waivers and the results of waiver requests in executive session minutes.

STC shall document concurrence or nonconcurrence with each waiver request before submitting the request to EDSO for final determination.

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### 6 Corrective Actions, Appeals Policy, and Future Reclassifications

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#### A

##### Effective Date of Corrective Action

If CED is improperly upgraded during the conversion process, corrective action shall be retroactive to October 8, 2000.

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#### B

##### Appeals Policy

CED grades may be appealed only by requesting a waiver according to 27-PM, paragraph 38 and this notice.

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#### C

##### Future Reclassifications

Future CED reclassifications shall be based on Federal classification criteria and not the CED C&PP.

FSA will implement a new CED classification system by September 30, 2001. Classification of CED positions will be made on an individual, case-by-case basis.

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**7 Contacts**

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**A**

**Contact for  
Grades**

Contact Marilyn Pate at 202-418-8987:

- if there are questions about CED grades or reports
  - to obtain corrected data for newly effected combinations and shared management offices.
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**B**

**Contact for  
Processing**

Contact Barbara Boyd at 202-418-8992 if there are questions about processing CED promotions resulting from the 2000 C&PP.

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**Program Variety Categories for 2000 CED C&PP**

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This exhibit shows:

- the work items included in each program variety category
- the number of years each category was available for classification credit.

<b>Category</b>	<b>Work Items</b>	<b>Years Available</b>
ACP/EQIP	0501, 0504, 0505, 0507, 0508, 0509, 0512	3
CRP	0526, 0527, 0528, 0530	3
ECP	0515, 0517	3
SIP	0222, 0223	3
RCWP	0522, 0523	3
TAP	2008	3
Consrv. Work for NRCS	0205, 0532	3
Peanuts	1101, 1102, 1103, 1104, 1105	3
Tobacco	1201, 1201, 1203, 1204, 1206	3
Tobacco Whse. Operations	1205	3
Wheat	2153	3
Feed Grains	2154	3
Cotton	2155	3
Rice	2156	3
Acreage Rpts.	1401	3
Farm-Stored Loans	1601, 1705	3
Whse. Loans	1603, 1706, 1709	3
Cotton Loans	1604, 1703, 1707, 1710	3
Sugar Proc. Loans	1602	3

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**Program Variety Categories for 2000 CED C&PP (Continued)**


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<b>Category</b>	<b>Work Items</b>	<b>Years Available</b>
Price Support Work with Co-ops	1608	3
Grain Reserve	1503, 1504, 1507	1
Loan Inspections	1701	3
HELC/WC	1402, 1415, 1417	3
Measurement Services	0202, 0206, 1404, 1410	3
Adm. Field Visits	1405, 1406, 1407, 1408, 1416	3
Aerial Compliance	1412	3
Payment Lmt./Person Det.	0304, 0339, 0340, 0341, 0342, 0343, 0344	3
Bankruptcies	0336	3
Claims	0113, 0114, 0115, 0116	3
Reconstitutions	0301	3
Crop Ins./CAT	0118, 0210, 0225, 0226, 0227, 0228, 0229, 0230	3
NAP	0350, 0351, 0352, 0353	3
Loss Appraisals	0231, 0354	3
Farm Loans	0701 - 0726; 0801 - 0821	3
Defense Activities	2002	3
Livestock Feed Asst. Programs	2001, 2003, 2004, 2005, 2006, 2010, 2011, 2014, 2019	3

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**Program Variety Categories for 2000 CED C&PP (Continued)**

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<b>Category</b>	<b>Work Items</b>	<b>Years Available</b>
Livestock Pmt. Programs	2012, 2013, 2015, 2016, 2017, 2018	3
Disaster Programs	0315, 0316	3
Dairy	1801	1
Wool	1901	1
Training	2140, 2143	3
LDP's	1605, 1606, 1607	3
CLDAP	0370, 0371, 0372, 0373	1

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**Point Calculations for 2000 CED C&PP**

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This exhibit explains point calculations for the 2000 CED C&PP.

<b>Points</b>	<b>Steps</b>
Management Points	<ul style="list-style-type: none"> <li>• Credit each headquarters county with 6 points.</li> <li>• Credit 4 points for each full-time suboffice.</li> <li>• Credit 1 point for each part-time or closed office in a combination.</li> <li>• Sum the points credited to determine management points.</li> </ul>
Annual Variety Points	<ul style="list-style-type: none"> <li>• Credit 1 point for each program variety category in which the sum of the units in the work items included in the category is greater than 1.</li> <li>• Sum the points credited to determine variety points for each year.</li> </ul>
Annual Volume Points	<ul style="list-style-type: none"> <li>• Calculate volume units as follows: <ul style="list-style-type: none"> <li>• add total computed workdays to workdays credited in work items 2143, 9067, and 9068</li> <li>• round the sum to the nearest whole unit.</li> </ul> </li> <li>• Credit 2 points for each volume unit.</li> <li>• Sum the points credited to determine volume points for each year.</li> </ul>
Average Variety Points	Divide the annual variety points for each program variety category by the number of years the category was available for classification credit.
Average Volume Points	<ul style="list-style-type: none"> <li>• Add the volume points for each year.</li> <li>• Divide the sum of volume points by 3.</li> </ul>
Final Points	<p>Final points is the sum of:</p> <ul style="list-style-type: none"> <li>• management points</li> <li>• average variety points</li> <li>• average volume points.</li> </ul>

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